



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES

May 9, 2011

Approved
6/13/2011

| MEMBERS PRESENT | MEMBERS ABSENT | HIV EPI AND OAPP STAFF | COMM STAFF/ CONSULTANTS |
|-----------------------------|---------------------------------|---------------------------|----------------------------|
| Fredy Ceja, <i>Co-Chair</i> | Jenny O'Malley, <i>Co-Chair</i> | None | Jane Nachazel |
| Carla Bailey | Dean Page | | Craig Vincent-Jones |
| Robert Butler | Karen Peterson | | Nicole Werner |
| James Chud | | PUBLIC | |
| Thelma James | | None | |
| Alberto Orozco | | | |

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- 2) **Minutes:** Operations Committee Meeting Minutes, 2/14/2011
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- 4) **Table:** Committee Assignments, 4/11/2011
- 5) **Table:** Los Angeles County Commission on HIV, Membership Roster, 4/27/2011
- 6) **Table:** Commission on HIV, Overall Attendance Percentages, January - December 2010
- 7) **Table:** Commission on HIV, Roster per Seat, 5/9/2011
- 8) **Commissioner Renewal Application:** Douglas Frye, 5/9/2011
- 9) **Commissioner Renewal Application:** David Guigni, 4/11/2011
- 10) **Commissioner Renewal Application:** Michael Johnson, 4/11/2011
- 11) **Commissioner Renewal Application:** Lee Kochems, 4/11/2011
- 12) **Policy/Procedure:** #09.4205: Commission Membership Evaluation and Nomination Process, Draft 5/9/2011-revised
- 13) **Policy/Procedure:** #09.4205: Commission Membership Evaluation and Nomination Process, Approved 9/6/2004-original

1. **CALL TO ORDER:** Mr. Ceja called the meeting to order at 10:25 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order with Items 7A, 9, 11, 12 and 13 postponed (***Passed by Consensus***).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve 2/14/2011 and 4/11/2011 Operations Committee Meeting minutes (***Passed by Consensus***).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:** Mr. Vincent-Jones noted consensus to move Elizabeth Mencia's candidacy forward at the prior month's meeting, but there was not a quorum of Committee members. Notwithstanding, the nomination was moved forward to the Commission with the Commission Co-Chairs' approval, and the Commission approved it, but he advised ratification of the nomination all the same.
MOTION #3: (Butler/Bailey): Ratify recommendation of Elizabeth Mencia for Provider SPA 7 seat (***Passed by Consensus***).

Operations Committee Meeting Minutes

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A. **Committee Work Plan:** This item was postponed.

B. **Review Meeting Date and Time:**

- Quorum issues, e.g., early Monday conflicts, prompted review. Mr. Butler has also joined the Operations Committee.
- ➡ Mr. Vincent-Jones will return Mr. Chud to a secondary assignment on the Operations Committee.
- ➡ Maintain first Monday date, but change time from 9:30 am – 12:30 pm to 10:30 am – 12:30 pm. When interviews are scheduled, invite interviewees to come at 11:00 am so the Committee has time for administrative matters first.

8. MEMBERSHIP APPLICATIONS:

A. **Candidate Applications:**

- Mr. Vincent-Jones recommended reversing Mr. Kochems' and Mr. Johnson's seats. Mr. Kochems, Provider SPA 8, is no longer affiliated with a provider. Mr. Johnson, Consumer District 4, is unaffiliated as his work at the Department of Health Services is not supported by Ryan White funds. He recommended exchanging their seats, to which the primary providers in SPA 8 have agreed.
- Mr. Vincent-Jones said Jeffrey Goodman notified him that Sharon Chamberlain, the Alternate Provider SPA 5 has decided not to submit a renewal application. Staff has requested that the seat be vacated, as the term has expired. Mr. Goodman has submitted his renewal application, but here is now no potential forthcoming second application for the Provider SPA 5 seat.
- HRSA strongly recommends two applications per seat. The Commission has traditionally only exempted seats when the area has limited candidates, stakeholders have exhausted options, and the seat has been vacant for six months or more. Mr. Goodman's term has expired, but he is still seated at the Commission.
- Mr. Butler noted that, in the past, only affiliates with Common Ground have attended meetings, but that there are other providers in SPA 5, including UCLA, and others that offer services in the SPA..
- ➡ Per Motion 6, request that Mr. Kochems' Provider SPA 8 seat and Mr. Johnson's Consumer District 4 be vacated after Commission approval.
- ➡ Enhance recruitment efforts for candidates for the SPA 5 provider and consumer seats.
- ➡ Schedule Mr. Goodman for an interview.

MOTION #4 (Bailey/Chud): Nominate Douglas Frye to the HIV Epidemiology seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment **(Passed by Consensus)**.

MOTION #5 (Butler/Bailey): Nominate David Giugni to the City of West Hollywood seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment **(Passed by Consensus)**.

MOTION #6 (Bailey/James): Nominate Lee Kochems to the Consumer District 4 seat and Michael Johnson to the Provider SPA 8 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment **(Passed by Consensus)**.

B. **Membership Status:**

- Mr. Vincent-Jones noted Dr. Cadden, Rand Schrader Clinic, will be applying for the Health Care Provider seat.
- Joseph Green was appointed for the Alternate Consumer SPA 4 seat. The full seat is open due to demographic needs.
- An application is expected from Alberto Reynoso for the Consumer SPA 6 seat.
- An application is expected from Dr. Butler for the Board Office District 2 seat.
- Carlos Vega-Matos is applying for the Part B Fiscal Agent seat and is scheduled to interview at the June meeting.

9. **COMPREHENSIVE TRAINING PROGRAM (CTP):** This item was postponed.

10. MEMBERSHIP MANAGEMENT:

A. **Membership Recruitment:**

- There are only two Part D providers, LAFAN and MCA. Neither is interested in submitting applications for the Part D seat. The Ordinance revision currently in process has added language that will allow subcontractor providers to apply for the seat, which may broaden the pool.
- There is an effort to identify a candidate from LA Care or another such system for the Health Care System seat.
- Ayanna Kiburi, Office of AIDS (OA), will help recruit a Medi-Cal candidate and will apply for the OA seat.
- Mr. Butler suggested recruiting at Latino-oriented events such as Cinco de Mayo to help with Latino recruitment.
- ➡ Contact Supervisor Michael Antonovich's Office, Fifth District, to recruit for the Consumer District 5 seat.

B. Application Materials:

- Mr. Vincent-Jones brought forward Policy/Procedure #09.4205 (Commission Membership Evaluation and Nomination Process), approved in 2004, for review. Much has remained the same, but some practices have evolved such as separate applications for new and renewing candidates.
- He updated the #09.4205 section on interviews as they are now required for new members and may be requested for renewing members by Operations or the member. The evaluation timeline was also clarified.
- He added new sections on new and renewing member eligibility as these are now separate processes. The new member application includes an interview and is deemed "Qualified" if the application meets the threshold score of 35. A renewing member application may include an interview and, beyond being "Qualified," the member must also be "Eligible," which includes meeting membership attendance requirements in the past term and any "Corrective Action Plan" requirements, if applicable.
- The renewing member attendance eligibility requirement is that members cannot miss three sequential, regularly scheduled meetings or six over the course of a year for either the Commission or the primary committee assignment.
- County Counsel has previously prohibited removal based on attendance as members are Board appointees, but removal can be recommended. He is also discussing with County Counsel whether seats can be vacated once the term has expired. Any changes will be addressed in the upcoming By-Law revisions.
- Mr. Chud asked about the process for vetting references. Mr. Vincent-Jones replied staff lacks time to check all written recommendations, but Operations can raise any question on recommendations or other matters for review.
- ➡ Add "compliance with training requirements" to eligibility requirements, but provide flexibility to address circumstances such as medical challenges, family emergencies or joining the Commission after training has occurred.
- ➡ Address in By-Law revision: "medical leave of absence" except for members with alternates; waive primary committee assignment for "out-of-County" members.
- ➡ Mr. Vincent-Jones will complete revisions on Policy/Procedure #09.4205 per discussion and open the policy the public comment period at the 5/12/2011 Commission meeting.
- 1. **New Member/Renewal Applications:**
 - ➡ Present the revised new and renewal member applications for approval at the 5/12/2011 Commission meeting.
 - ➡ Mr. Vincent-Jones will update Policy/Procedures #09.4203: Membership Applications, including addition of a section on references, and it will be opened for public comment at the 5/12/2011 Commission meeting.
- 2. **Assessment of Committee Members:**
 - ➡ Present the revised community member application for approval at the 5/13/2011 Commission meeting.
 - ➡ Mr. Vincent-Jones will update #09.1007: Community Member Appointments per application revisions and it will be opened for public comment at the 5/12/2011 Commission meeting.

C. Membership Evaluation/Assessment: Work will begin in June.

11. COMMUNITY MOBILIZATION PLAN: This item was postponed.

12. ALTERNATE OPERATIONAL RESOURCES: This item was postponed.

13. NEXT STEPS: There was no additional discussion.

14. ANNOUNCEMENTS:

- Mr. Chud noted there will be a meeting to oppose redistricting of Supervisor Zev Yaroslavsky's District 3 at the West Hollywood City Auditorium, 6:00 pm. Supervisor Yaroslavsky is encouraging support for the current boundaries.
- Mr. Ceja added the non-partisan California Citizens Redistricting Commission is charged with using census data for Senate, Assembly and county supervisorial districts. The County lost about 40,000 residents to the Inland Empire, so the County will probably lose one senator and one assemblymember in the State Legislature.
- Mr. Butler noted Long Beach Lesbian & Gay Pride is 5/21-22/2011, 11:00 am to 10:00 pm. He encouraged attendance as outreach. Mr. Vincent-Jones noted that the Commission has no outreach funds, but grants/donations are being sought.

15. ADJOURNMENT: The meeting adjourned at 12:31 pm.